



Maryland Judiciary

Job Announcement

mdcourts.gov/jobs

Opening Date:	December 4, 2015	Closing Date:	December 18, 2015
Job Title:	Jury Clerk II	Position Type:	Regular, Full Time
PIN:	086648, 060007	FLSA Status:	Non-Exempt
Location:	Circuit Court for Baltimore City Baltimore, Maryland	Grade/Salary:	J06 \$33,471 - \$36,447 (Depending on Qualifications)
Financial Disclosure:	No		

Essential Functions: Assists the Jury Supervisor and the Jury Commissioner with the day to day functions of the Jury Division. Screens qualification forms and determines if potential jurors are qualified for service. Determines, based upon a review of each individual record, if a show cause order for failure to appear should be prepared; prepares show cause orders. If needed, testifies in court as to the circumstances of their decision on these matters. Signs in and disburses monies to jurors. Monitors the daily housing of jurors, escorts and retrieves jurors to court, issues appearance slips and prepares utilization reports. Performs data entry of pertinent information. Provides information to jurors in person and via telephone. Performs other duties as assigned.

Education: High school diploma or GED.

Experience: Minimum of one year of related experience.

Skills/Abilities: Ability to communicate in a patient and tactful manner and to effectively convey directions, instructions, and information to the public. Ability to review comments and notations and record essential information. Ability to review and interpret documents. Ability to apply policies, procedures, rules, regulations, and laws as required. Ability to operate a personal computer and type 35 wpm with no more than 10 errors as demonstrated by successful completion of a typing or alphanumeric data entry test. Ability to perform all essential functions of the position.

All applicants must complete a Maryland Judiciary Employment Application, with original signature or typed signature (in any font) to be considered for this position. The candidate selected for this position will be subject to a background check.

Materials must be received in the Human Resources Office at the address below by 4:30 p.m. on the closing. The Human Resources Department will not be responsible for applications sent to any other address.

Circuit Court for Baltimore City
Courthouse East
111 North Calvert Street
Baltimore, MD 21202
Attn: Human Resources

The Maryland Judiciary is a drug-free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, color, religion, age, sex, marital status, national origin, physical or mental disability, familial status, genetic information, gender identity or expression, sexual orientation, or any other characteristic protected by State or federal law. Applicants who need an ADA Accommodation for an interview should request the accommodation when notified of a request to be interviewed. Applicants must be United States citizens or eligible to work in the United States.